



# WORKSOURCE LEBANON

## SEPTEMBER 2017

### FREE WORKSHOPS

44 Industrial Way Lebanon, OR 97355 Ph# (541) 259-5787

This is an equal opportunity program. Auxiliary aids and services are available upon request to individuals with disabilities

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
4 <b>HOLIDAY OFFICE CLOSED</b>	5	6 <b>1:30-3:00 pm</b> Training Opportunities	7	8
11	12 <b>1:30 – 4:30 pm</b> Identifying Essential Workplace Skills	13	14 <b>1:30-4:30 pm</b> Professional Networking for your Success	15
18	19 <b>1:30 – 4:30 pm</b> Resumes & Cover Letters	20 Basic Computer Skills <b>1:30 – 4:30 pm</b>	21 <b>1:30 – 4:30 pm</b> Interviewing	22
25	26	27	28	29

## WorkSource Oregon Job Search Workshops at No Cost to You Locations: Albany & Lebanon

### Required to Attend:

1. You must be **Fully Registered in iMatchSkills**.
2. You must have completed the **Welcome Process**
3. Sign up for these workshops by using the **MyWorkSource** scheduling tool on the Main Menu of your iMatchSkills®

### **Basic Computer: Available in Albany (For Lebanon all 4 sessions will be included in week 1)**

NOTE: You must be fully registered in iMatchSkills® at the latest by 12:30 on the day of the workshop you plan to attend. Class starts on time.

Week 1: Passwords, Computer Terms, the Keyboard, Mouse Usage (2 hrs)

Week 2: Using Microsoft Word for Document Management and Job Search (2 hrs)

Week 3: Using the Internet for Job Search (2 hrs)

Week 4: Setting up an Email/Gmail account and using Email for Job Search (2 hrs)

### **Open Computer Lab: Available in Albany**

Practice what you learned in the Basic Computer Class workshop!

### **G.E.D. Orientation: Available in Albany Attendance to Day 1 and Day 2 is REQUIRED in order to attend G.E.D. classes**

Contact: Robb Vancil @ 541-243-3911 for more information

### **G.E.D. Class: Available in Albany**

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### **National Career Readiness Certificate (NCRC) Exam: Available in Albany**

Take the National Career Readiness Certificate exam.

### **Neo Gov - How to apply for State and Local Government Jobs: Available in Albany**

Learn how government agencies process applications and choose people to interview. Receive tips on how to market yourself to increase your candidacy for employment. This class will focus on state jobs. Many government bodies now use Neogov.

### **Identifying Essential Workplace Skills: Available in Albany and Lebanon**

Learn about the essential workplace skills desired by employers such as; proactive communication, initiative, reliability and self-management

### **Interviewing: Available in Albany and Lebanon**

Learn about preparing for an interview, answering common interview questions, using proper interview etiquette, and practicing interview skills.

### **Job Corps Orientation: Available in Albany**

Orientation to Academic & Training programs for qualified 16-24 year olds. Pre-registration preferred. For more information or to register, contact Chris @ 541-686-7514 or email to [mirabal.chris@jobcorps.org](mailto:mirabal.chris@jobcorps.org).

### **Professional Networking for Success: Available in Albany and Lebanon**

Learn networking basics, including how to craft an elevator speech, manage your online profile, and use technology as a networking tool

### **Resumes & Cover Letters: Available in Albany and Lebanon**

Learn the purpose of a resume, the types of resume and their components, as well as how to tailor and format an error-free resume.

### **Talent Link Networking Group: Available in Albany**

Explore networking possibilities in a supportive environment with other Talent Link Job Seekers

### **Training Opportunities: Available in Albany and Lebanon**

Need help planning for a career change? Learn about on-the-job training and scholarship opportunities.

Calendars are updated monthly and are available online at <http://communityservices.us/jobs/> or [www.oregon.gov/employ](http://www.oregon.gov/employ). Under Job Seekers, click on WorkSource (WS) Centers; Click on Albany or Lebanon; under Services & Partner Information click on the appropriate month's Workshops, then Download and then Open (Rev.3-2017)

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